



**DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE  
WASHINGTON, D.C. 20226**

November 7, 2003

TO: Chief Financial Officers and Chief Credit Management Officials

FROM: J. Martin Mills, Assistant Commissioner  
Debt Management Services

SUBJECT: Certification of Fiscal Year 2003 "Treasury Report on Receivables"

A handwritten signature in black ink, appearing to read "J. Martin Mills", written over the "FROM:" line of the letterhead.

The Treasury Report on Receivables (TROR) is the Federal Government's primary means for Federal agencies to provide comprehensive information on receivables and delinquent debts due from the public. This information is made available to the President, Congress, the Office of Management and Budget, and others to determine the direction of Federal debt management and credit policy.

Due to the continued focus placed on this information from the Debt Collection Improvement Act of 1996, and to the need for accurate and reliable information, the Financial Management Service (FMS) requires that all annual (year-end) submissions be certified as accurate by the Chief Financial Officer or the agency head. The Certification will specifically relate to the debt collection information presented in Part 2, Section B, "Debt Eligible for Referral to Treasury for Offset and Cross-Servicing," of the TROR. If an agency cannot certify the accuracy of its debt collection information, the Chief Financial Officer or the agency head must provide an explanation, identifying the bureaus or divisions that are unable to validate this information.

You or your staff may view your agency's submissions on-line at <http://fmsapps.treas.gov/apps/dmis>. Once you have reviewed your agency's reports you may download the Certification form, which must be signed and returned by December 15, 2003. Once the Certification has been completed and signed, please fax it to:

**Certification Team  
Financial Management Service  
Debt Management Services-ALRD  
Attn: Steve Creeger, Room 444 Fax: (202) 874-7494**

If you have any questions regarding this requirement, please call the Certification Team at Debt Management Services at (202) 874-6660.

Attachment

## Certification

### REPORT ON RECEIVABLES DUE FROM THE PUBLIC FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2003

1. I have reviewed the information presented in the Report on Receivables Due from the Public submissions for the fiscal year ending September 30, 2003. In my opinion **all** of the information presented in Part 2 Section B is accurate and consistent with agency accounting systems.

\_\_\_\_\_  
Chief Financial Officer (signature)  
(Or Agency Head)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer (printed)  
(Or Agency Head)

\_\_\_\_\_  
Date

**OR**

2. I have reviewed the information presented in the Report on Receivables Due from the Public submissions for the fiscal year ending September 30, 2003. Attached is a list identifying the reporting entities that I am **unable** to certify with an explanation as to why certification is not possible, and a target date for when such certification can be submitted to the Financial Management Service.

\_\_\_\_\_  
Chief Financial Officer (signature)  
(Or Agency Head)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer (printed)  
(Or Agency Head)

\_\_\_\_\_  
Date